

**DIOCESE of TOOWOOMBA: SAFEGUARDING COMPLAINTS MANAGEMENT POLICY**

 **DIOCESAN REGISTER** … (*refer to Excel DSM Complaints Summary File*)… **14 April 2023**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Complaint****DSM File****Identifier** | **Person making the complaint** | **Date received** | **Place/Parish received** | **Contact details of complainant** | **Summary description of complaint** | **Person receiving complaint** | **Summary of actions and resolution** (with dates) | **Date complainant notified of resolution** | **Analysis and review: summary + date** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*[DSM A SFG COMPLAINTS Diocesan Register 13Apr23]*